AP DOCUMENT PROCESSING

Why do I need to do an AP document?

The processing of an Appropriation Document (AP) through AFS establishes or changes budget, status, name and/or the control options of an appropriation. The term appropriation refers to appropriated program and means of financing appropriation units. The monitoring of budgets at the appropriation level is the means used to control the agency's authorized spending and its collections.

Why hasn't my AP been processed?

This is a common question asked by the state agencies. There are three basic causes:

1.   OSRAP has not received an approved BA-7. The BA-7 indicates the action to be taken and the amount to be established or removed for the appropriation unit(s). Without an approved BA-7 (by the Joint Legislative Budget Committee or the Office of Planning and Budget), the OSRAP is not authorized by law to make budget changes (approve the AP document).

2.   The AP document has not been approved by all approval agencies. On the AFS SUSF screen the required levels of approval may be determined by reviewing the APPRV field. For some agencies with a central accounting office, you will need to have 5 levels of approval applied to your document before it is run. In other agencies with no central accounting office approval, 4 approvals are required. If you see an 'A' in the APPRV field then that level of approval is required. Once the document has been approved by an approval agency the 'A' changes to a 'Y'. Another way to tell pending approvals for a document is to review the STAT (status) field on SUSF. The approval levels and their corresponding status are as follows:

     Level 1 – Agency preparing the document   PEND1
     Level 2 – Controlling Central Office   PEND2
     Level 3 – OSRAP   **PEND3**
     Level 4 – OPB   PEND4
     Level 5 – STO   PEND5

     OSRAP will not review an AP until it reaches the PEND3 status.

3.   The document is incorrect. Once the status of the AP reaches PEND3 OSRAP reviews the document for accuracy. If the document is incorrect OSRAP disapproves the document (status goes to PEND1) and calls the agency to explain what is wrong.